etracka

Pro Simulator Manual
Version 2.59

www.etracka.com

Table of Contents

You have been successfully registered as a 'User' and will have received an email from etracka listing your username and password for logging on to etracka online *(example.1a)*. Click on the hyperlink or go to www.etracka.com and click on the Member Logon link to access etracka online.

etracka Support.

Your etracka password has been reset. The new details are:
etracka ID:
Password:

As this is a new randomly generated password you will be asked to change it when you first log in.
Use the following link to access etracka: www.etracka.com, then click on the Member Logon link to access etracka Online.

example. 1a

etracka Member Logon

You must logon to access the etracka service.
Please enter your login details and click 'Submit'

etracka ID	
Password	
	Submit

example. 1b

etracka Member Logon

As this is the first time you have logged in with this system generate must change your password. Please note that passwords must be at characters long, contain combinations of upper and lower case letter least two non-alphabetic characters (ie Numbers and/or punctuation $,! etc.)

New Password	
Confirm new Password	
	Submit

Need help?
Send an email to support@etracka.com

example. 1c

Please enter your etracka ID and password so that you can reset your password *(example. 1b)*.

Once you hit the **'Submit'** button, you will be asked to reset your password by entering it into the appropriate fields twice.
(Please note that passwords must be at least 8 characters long, contain combinations of both upper and lower case letters and contain at least 2 non-alphabetic characters (e.g. Numbers and/or punctuation symbols such as $,! etc.)).

Click on the **'Submit'** button once you have entered in your new password twice *(example. 1c)*.

Be sure to store this information as your original password will no longer work during login.

A notification will appear that you have successfully reset your password. Click on **'Close and Return'** which will direct you to your Member's etracka Online Control *(example. 1d)*.
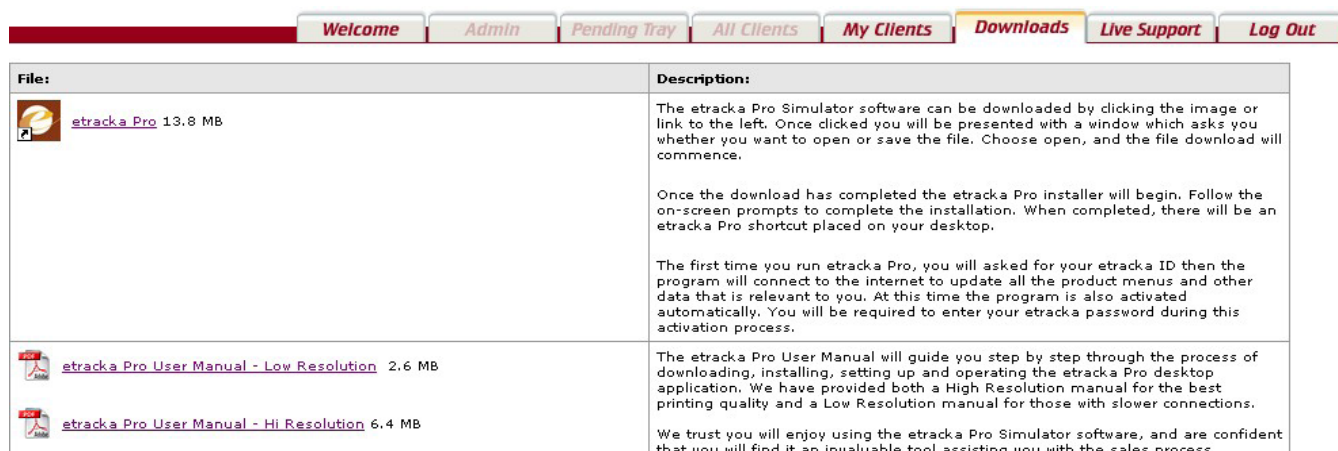

example. 1d

Download etracka Pro

Before accessing etracka Online Control you will be asked to agree to the Terms and Conditions of the **User agreement**. After reading through the agreement click the **'I Agree'** button to accept these conditions or click on the **'I Disagree'** button to cancel the process. *(example. 1e)*.
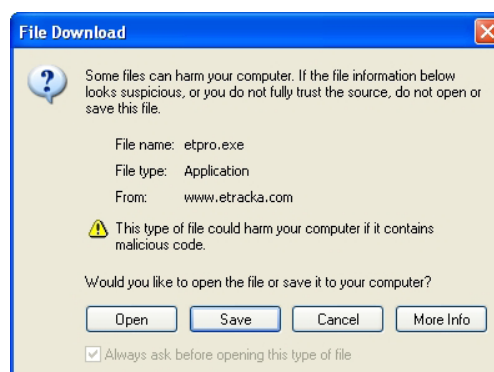

example. 1e

Click on the **'Downloads'** tab located on the header bar. Simply click on the **'etracka Pro'** icon or link to begin installation *(example.1f)*.

example. 1f

You will be given the option to either open the application or to save. Click on the **'Open'** button to begin etracka Pro installation *(example. 1g.)*.

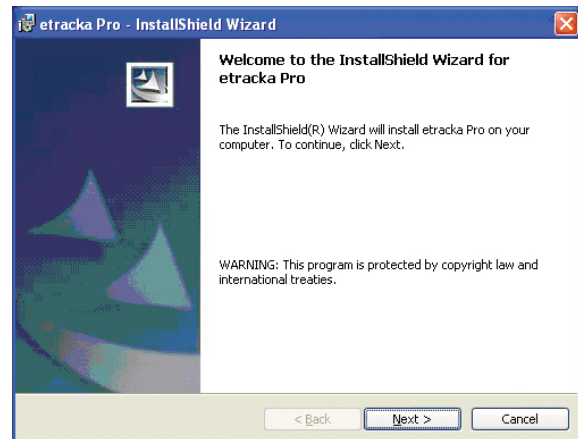Make sure any other applications you are running are closed.

example. 1g

etracka Pro Installation

Once the download has completed the installation process will begin.

The **etracka Pro installation wizard** will automatically begin *(example.1h)*.

example. 1h

Click on the **'Next >'** button to continue. This will bring up the destination folder selection. The destination folder is automatically set to **C:\Program Files\etracka**.
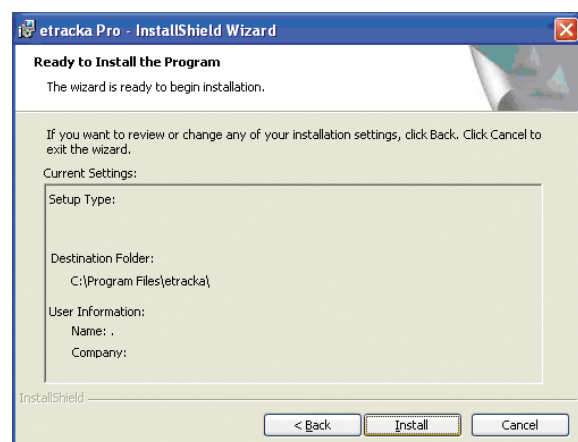
Click **'Next'** to install to this folder, or click **'Change'** to install to a different folder. Click the **'Next'** button when you are ready to proceed *(example.1i)*.
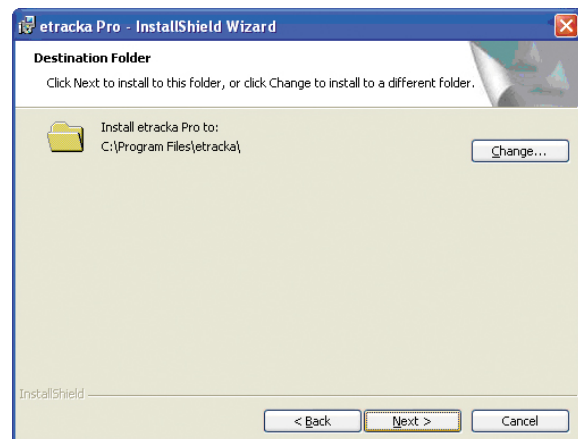
example. 1i

The wizard is ready to begin the Installation. Listed are the current settings for the installation.

If you want to review or change any of the installation settings, click **'< Back'**. Click on **'Install'** to begin installation *(example. 1j)*.
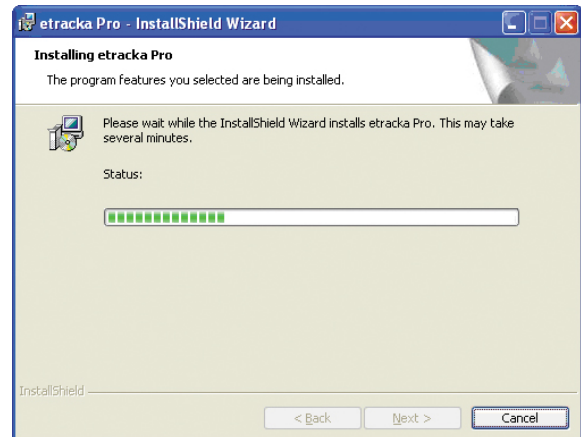

example. 1j

Etracka Pro and its program features are now being installed. Please wait while the Install Shield Wizard installs etracka Pro.
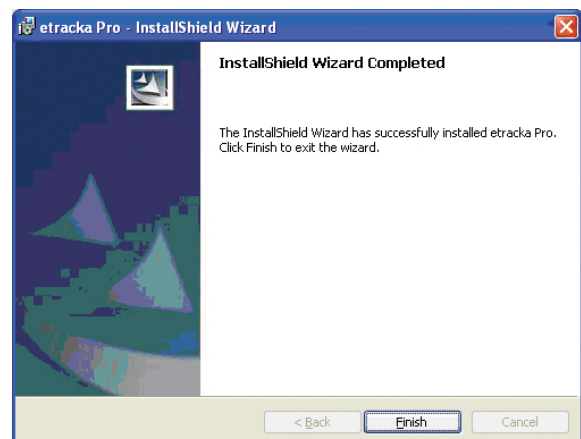
This may take several minutes to complete *(example. 1k)*.

example. 1k

The Install Shield Wizard has successfully installed etracka Pro. Click **'Finish'** to exit the wizard *(example.1l)*.

If you encountered any problems during installation please contact one of our representatives through live tech support on our website http://www.etracka.com.
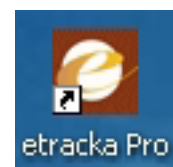
example. 1l

Launching the etracka Pro Simulator

It may be advisable to now restart your computer depending on your operating system. Once ready, proceed to your desktop and double click on the **etracka Pro icon** *(example. 1m)*.

This will launch the etracka Pro Simulator. You can also go to the **'Start'** menu and highlight **'All Programs'**. There in the list of programs you will find the etracka Pro icon listed.

Simply highlight the Icon and release the left mouse button to launch the etracka Pro Simulator.
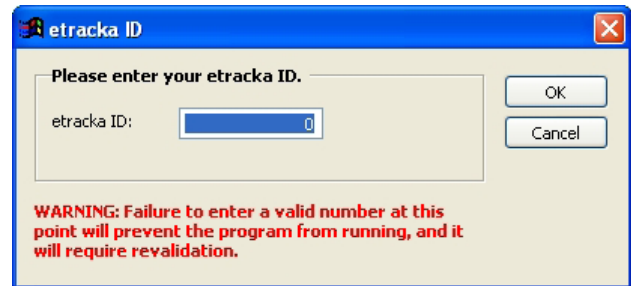
example. 1m

When you launch etracka Pro you will be prompted to enter your etracka ID.

Click on the **'OK'** button when ready to proceed. *(example. 1n)*.
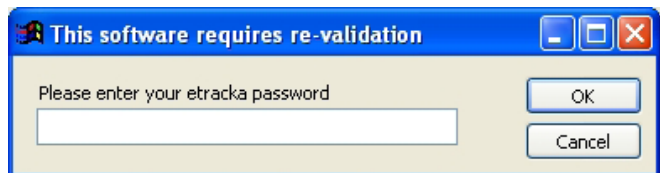
Failure to enter a valid number at this point will prevent the program from running and will require re-validation.

example. 1n

etracka Pro will now start validating your software to etracka's server once an internet connection has been detected.

You will be prompted to enter your current password for re-validation *(example. 1o)*.

example. 1o

After Validation is complete you will be asked to enter in your etracka ID and password *(example. 1p)*.

After you complete these fields hit the **'Return'** or **'Enter'** key on your keyboard to launch the etracka Pro Simulator. Failure to enter in the correct information will not allow access to etracka Pro.
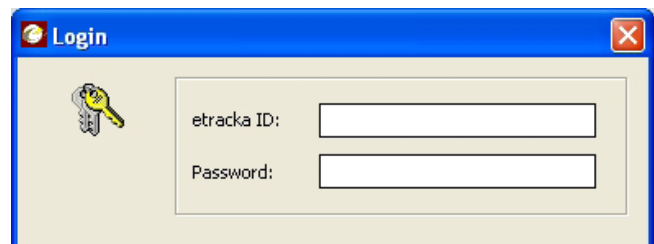
example. 1p

Welcome to the etracka Pro Simulator

You may receive a message advising you of outstanding contacts *(example. 2a)*.

This will be explained later in the manual. Select **'OK'** to continue.

example. 2a

Welcome to the Main menu of the etracka Pro simulator *(example. 2b)*.

example. 2b

To change your password at any time, go to the File menu, click on '**Change Password**', and enter your new password details and then click **'OK'** *(example. 2c)*.

If you forget your password, please advise etracka online tech support to reset your password.

You will receive a new email from etracka Online with your etracka Login ID and new etracka password.

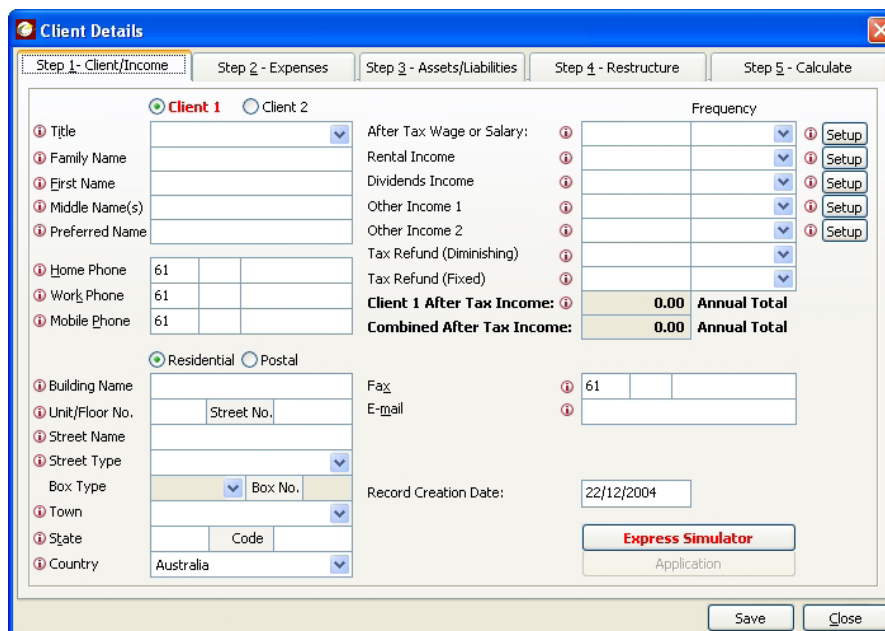You will need to change your password using File > Change Password as stated in *(example. 2c)*.

example. 2c

New Clients

Potential borrowers are referred to as **'client'** throughout the **etracka Pro Simulator** software. To enter the details of a new client, select the **Clients** menu, (across the top of the screen) and then select **'New'**. Alternatively, select the **blue/white cross icon** ⊕ on the tool bar or press the **F3** key. This will bring up the Client Details screen *(example.2d)*.

You will need to fill out and complete the first 4 steps to produce a simulation. To move to a different section of the Client Details screen, click on the relevant tabs on the top of the window. You will find definitions of all terms listed here in the **Glossary** at the back of the manual. To access the defintions through etracka Pro, simply click on the ⓘ icon next to the word you would like a explanation of. This will bring up a popup window with the definition.

example. 2d

Getting Started using the Express Simulator Wizard

You may choose to become familar with the etracka Pro Simulator by accessing the Express Simulator Wizard. Here you will fill out several key details about a new client which will calculate and produce the client's simulation. Once a simulation is complete you can always go back and add as many or little client details as you like. It's entirely up to you! Ideally, using the Express Simulator Wizard is a good place to start in getting to know how etracka Pro and it's functions work.

There are 4 Steps in the Express Simulator Wizard when once complete, will calculate during Step 5 and display the results of the client's simulation. Click on 'Express Simulator' button to lauch the Express Simulator Wizard *(see example.2d)*.

Enter in the after tax wage or salary details for the the applicable client(s) in the '**Net(after tax) Amount**' drop down menu (*example. 2e).* Also enter in the frequency of the income in the '**Freq. of Payment**' drop down menu.

Click on the **'Next >'** button once you are ready to proceed.
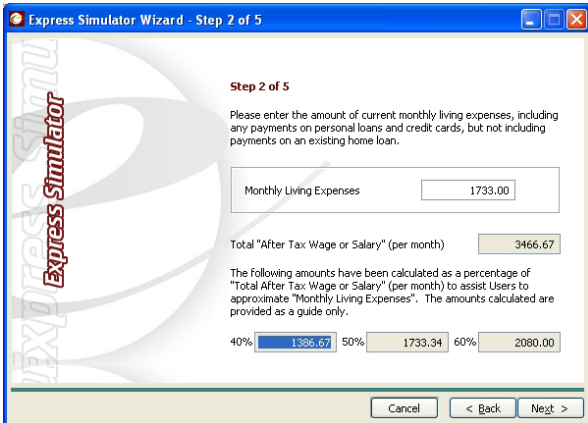
example. 2e

Please enter the amount of **current monthly expenses**, including any payments on personal loans and credit cards, but not including payments on an existing home loan (*example. 2f).*

Click on the '**Next >**' button once you are ready to proceed.

Note: To revisit any of the previous steps simply click on the '**< Back**' button. Click on the '**Cancel**' button to disregard any data entered and close the Express Simulator.

example. 2f

Please enter details relating to an existing traditional home loan or an assumed traditional home loan for comparative purposes (*example. 2g).*

These include:

Home Value
Loan Balance
Payment Frequency
Payment Amount (per frequency)
Interest Rate

example. 2g

For assistance in determining loan parameters, use the Loan Calculator by clicking on the blue 'Lcan Calculator' hyperlink.

Click on the **'Next >'** button once you are ready to proceed.

Please enter the details relating to the proposed Transactional Loan. Select the **'Lender'** and **'Product'** from the appropriate drop down menus (**example. 2h).**

Click on the **'Next >'** button to calculate the simulation.

example. 2h

Once the calculation is complete you will be taken to Step 5 - Calculate. Here you will be able to view all of the results of your simulation. Feel free to go through each of the Steps in the simulator to see what fields were populated by using the Express Simulator. You can now add details to this existing client to provide a better detail of the clients scenario or leave it as it. It's entirely up to you.

Each of the individual steps of the et Pro will now be explained further in depth which will give you a better understanding of the software and how it works.   We hope you find using the etracka Pro a useful and powerful tool in creating accurate simulations for you and your clients.

Step 1 - Client/Income

The **Client/Income** step is where you will complete personal/contact details about the client. You will also address what forms of income they receive and the frequency on when these payments occur.

Client Details can be saved at any time in the data entry process by selecting the **'Save'** button (or hit **F12**) in the bottom-right hand corner of the Client Details screen. To close the Client Details window without saving changes click on the **'Close'** button.

To reopen, select the **Clients, Recall** menu option or click the **Graph diagram icon** on toolbar or press **F4** (the client's name will need to appear in the **"Clients box"** at the top left of the screen for this to work).

• To move between and navigate through the fields, press the **'Tab'** key on your keyboard or click on a field using your left mouse button. Enter all personal details for Client 1 and Client 2 (if applicable).

• 61 is the International code for Australia and will appear automatically.

• Select suburb from the **'Town'** drop down menu. If suburb is not available from menu, select most appropriate suburb name, then place the cursor in the field and edit by typing the name of the suburb.

• If the clients **Postal Address** is different from their **Residential Address**, click on the **'Postal'** button and fill in their mailing address.

• In **Client 2**, click on **'Copy'** to copy the address from **Client 1**.

• The **Record Creation Date** will be set to default as today's date.

• Proceed to the **Tax Wage or Salary** fields, and enter in the client's after tax (net) income. Next, go to the **Frequency** box and select the relevant payment frequency for that income. (e.g. select "Fortnightly" if the client receives their pay fortnightly and so on). **Please note it is important that you use the correct frequency, as this will affect the Simulator's calculations and outcomes.** Child Support/Maintenance, Compensation, Pensions, Family Allowance etc are acceptable forms of **Other Income**.

• Now complete the remaining Income type and frequency fields for the client. The **Annual After Tax Income** and **Combined After Tax** Income boxes at the bottom of the screen will automatically update as you enter in their information *(example. 2i)*.

example. 2i

Set Up Function - Income Adjustment
(This button is found to the right of the frequency field)
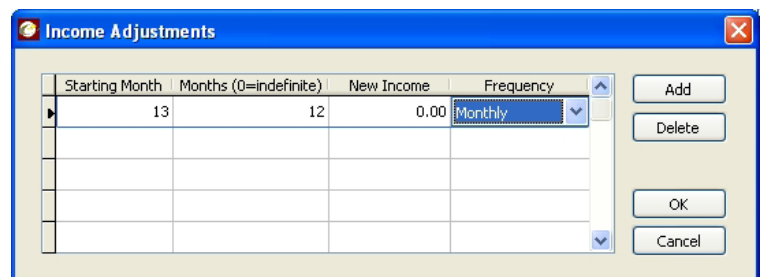
This function allows you to suspend or alter the income received for a specified period for each client.

Example: 12 months after settlement, Client 2 will take leave without pay for a period of 12 months.

•   Click on Client 2
•   Click **'Set Up'** (alongside After Tax Wage or Salary)
•   Select the **'Add'** button
•   Starting Month = 13 (month 13th after settlement)
•   Months = 12
•   New Income = 0
•   Frequency = will populate from main screen
•   Click **'OK'** *(example. 2j)*

Once data has been added, the **'Setup'** button text will change from black to red. This data can be removed, simply by highlighting and selecting the **'Delete'** button, then **'OK'**.

example. 2j

Step 2 - Expenses

The Expenses step is where you list all of the clients expenses and also what frequency these are incurred. As you add expenses you will see a running total listed in the bottom right corner of the screen listed as **'Total Annual Expenses'**.

For further explanations of the Item expenses listed please see the **Glossary** section at the back of the manual.

• Click on the **Expenses** tab at the top of the Client Details window to move to this section *(example.2k)*.

example. 2k

• For each expense that is relevant to the client, you will need to enter the frequency that the expense is incurred and the estimated amount of the expense. A **Yearly Total** will be displayed in the far right column of the window for each expense. The **Total Annual Expenses** in the bottom right hand corner will automatically update every time you add an expense. You can use the scroll bar or down button to move through the different expense fields listed.

• Click on the 'Add Comment' button to add additional comments to the items that is currently selected *(example. 2l)*.

example. 2l

• For once-off withdrawals or deposits that your client is expecting (e.g. vacation fund withdrawal or the purchasing of a car) use the **'Deposits/Withdrawals'** button. These are transactions that occur on a one off basis so they do not have a frequency.

• Select the **'New'** button (or hit **CTL + N**) and then enter the month of the transaction, (month increments by number, so if you enter '4' this transaction will occur during the fourth month after the settlement date of your loan) the set amount, then select either deposit or withdrawal from the drop down menu. Next enter in a comment that describes the transaction (e.g. Vacation Fund) then press **'OK'** *(example. 2m)*.

example. 2m

• Once a deposit or withdrawal has been added the **'Deposits/ Withdrawals'** button text will change from black to red *(example. 2n)*.

example. 2n

• These once-off deposits and withdrawals can also be removed, simply by clicking on the **'Deposits/ Withdrawals'** button, selecting the record you wish to remove, then select the **'Remove'** (or hit **CTL + R**) button and press **'OK'**.

• You can also reset all of the current expenses back to the total default value of **$27,080**. Click on **'Populate Defaults'** to perform this action. *(example. 2o)*.

example. 2o

Step 3 - Assets/Liabilities

The Assets/Liabilities step is where all of the Clients currrent Assets/Liabilities are listed which will determine the **Current Annual Repayments**. The **Surplus/Deficit** is determined by taking the **Total Annual After Tax Income** (from Step 1) and subtracting the **Total Annual Expenses** (from Step 2) and the **Current Annual Repayments** (from Step 3).

• Click on the **Assets/Liabilities** tab at the top of the Client Details window to move to Step 3 *(example.3a)*.

example. 3a

• Enter the client's current Assets and Liabilities by selecting **'Setup'** for each Asset. This will take you to the Asset/Liability Details window.

• Enter a name for the **Asset/Liability Description** (e.g. Pecan Street or leave the field blank) *(example.3b)*.

example. 3b

• Enter in the **Value** of property.

• Enter in the **Lender** name.

• In Close, select **'Yes'** if property is to be taken as security/loan to be paid out or **'No'** if is to remain as is.

• Enter account type/name in **Liability Splits** (optional) or leave blank.
(Note: Do not enter any personal account numbers/details etc.)

• Enter the loan balance or amount outstanding in **Owing**.

• **Tax Deductible Interest** will default to **'No'**, however select **'Yes'** if it is a investment loan.

• In **Liability Segments**, enter the **Type** of the loan from the drop down menu. **Liability Segments** allows you to enter different interest rates for specified periods for a loan term.

• Enter the term of the loan in **Years** and **Months**. Also, please set the **Interest Rate %** for the loan.

• Now that you have entered all of the information you will be able to determine the Repayment by simply clicking on the **'Loan Calculator'** button.

• The **'Loan Calculator'** will now appear with all of the fields populated according to the **Asset/Liability Details** *(example. 3c.)*.

example. 3c

• Check that all details are correct.

• Click **'Calculate'** to calculate Repayment Amount for the loan. The loan calculator will determine the **Repayment Amount**, the **Interest Paid**, and the **Total amount paid** for the loan.

• Click **'Close & Copy'**.

• The Repayment amount has now copied to Liability Segments section *(example. 3d.)*.

example. 3d

Example: Client has a home loan with 23 years remaining. They have 3 years remaining at a fixed rate of 7.24% and then will roll to a variable rate of 6.50% *(example. 3e.)*.

example. 3e

To arrive at the above Liability Segments follow these steps:

• Click on **Pay Order 1**

• Select Fixed P & I in **Type**.

• Select Monthly in **Frequency**.

• Enter 3 in **Years**.

• Enter 7.24% in **Rate %**.

• Click '**Loan Calculator'**.

• In **Full Term** enter 23 (i.e. 23 yrs) and in **Segment Term** enter 3 (e.g. first segment is for a 3 yr period) *(example. 3f.)*.

example. 3f

• Click **'Calculate'** and then **'Close and Copy'**.

• Click **'Add Segment'** *(example. 3g.)*.

example. 3g

• Select **Type** as Floating P & I. and then select the **Frequency** as Monthly. Enter 20 in **Years** (this is the term remaining after the 3 yr fixed period). In the **Rate %** field, enter as 6.5%. Click **'Loan Calculator'**.

• **Term Remaining** and **Segment Term** will both show 20 Years. **Balance Remaining** will be less than original loan amount as this will be the amount remaining after the 3 yr fixed period *(example. 3h.)*.

• Click **'Calculate'** and then **'Close and Copy'**.

example. 3h

• The **Total Term** at bottom of Asset/Liability Details page will now show **23 yrs 0 mnths (example. 3i.)**.

• Click on **'OK'** to go back to Step 3.

example. 3i

• You will repeat the same setup process for the following assets/liabilities (if applicable):

- **Investment Property(s)**
- **Other Investment(s)**
- **Motor Vehicle(s)**
- **Personal/Other Loan(s)**

• If the client has a **Credit Card**, click on **'Setup'** to the right of this field. This will bring up the **Credit Card Details form (example. 3j.)**.

example. 3j

• Under the **Credit Card(s) field**, enter in the **Card Type**, the **Credit limit** of the card, the **Card Lender**, and whether or not this **asset will be closed out**.

• Now in **Splits**, enter the **Amount Owing** on the Card. This will calculate the minimum repayment amount. Select **'Yes'** on **Tax Deductible Interest** if the interest on the credit card is deemed Tax Deductible.

• Under **Payments Schedule**, enter the **frequency of payment**, the **Rate %** of the card (or interest rate) and the **current repayment amount** (if different to the amount automatically calculated).

• Click on **'Add Card'** to add another Credit Card or **'Delete Card'** to delete the currently selected card. Click on **'OK'** to return to Step 3 – Assets/Liabilities.

• If the client has any **Cash/Savings**, click on **'Setup'** to the right of this field. This will bring up the **Cash Details form** *(example. 3I.)*.

example. 3i

• Under the **Cash field**, enter in the **Cash Description**, the **Value or amount of the savings**, the Interest Rate % earned on the account (e.g. 2%) and the **Tax Rate %** applied to interest credited to the Cash/Savings Asset (e.g. 30%).

• On Close, click **'Yes'** if you want to close out the account and put the money towards the client's trans-actional loan. Click **'No'** if the client would like to retain their cash/savings.

• You can click on **'Add Cash'** to add more cash or **'Delete Cash'** to delete the currently selected Cash. Click on **'OK'** to return back to Step 3 – Assets/Liabilites.

• The main screen of **Assets/Liabilities** will automatically update every time you complete a setup for a new Asset/Liability.

• If you wish to make a change to any of the **Asset/Liabilities**, you will need to click on **'Setup'** and then edit the figures.

Note: Do not enter any Visa account repayments if this account is being used for living expenses and closing balance is paid in full each month.

• Once you have completed all fields please proceed to **Step 4–Restructure**.

Step 4 - Restructure

The Restructure step is where the setup of the Lender and which of its Products applies to the client for their loan. The **Potential Maximum loan amount** will also be set along with the **Total loan amount** that is required which will show us the **Potential Available Credi**t for the client.

State of the Market allows you to simulate current/potential market conditions in your area such as that state of interest rates and the annual percentage rate increase/decrease of the client's property value.

• Click on the **Restructure** tab at the top of the Client Details window to move to this section *(example.4a)*.

• Go to the **Lender** drop down menu (this is where you find a list of all Lenders that are available to you). Select the **Lender** that applies to your client's choice.

• Click on drop down menu of **Product** and select the loan product of the Lender that the client is applying for.

• Based on the product selected, **Max. Product % LTV and Max. Lend** will automatically update.

example. 4a

• **Loans To Be Paid Out** is the total amount **Owing** from Step 3 – Assets/Liabilities.

• Enter **Loan Establishment Costs** (if fees are to be added to the loan) and any **Additional Funding** that is required at settlement.

• This will automatically update **Total Loan Required** field.

• **Current % LTV** refers to the amount in **Total Loan Required** against value of property as entered in Step 3 Assets/Liabilities.

• **Available Credit Potential** refers to the difference between **Max. Lend** and **Total Loan Required**.

• Click **'Product Set-Up'** (be-low Product field); here you can **Add Splits** (if required) and/or **Add Segments** to the loan *(example.4b)*.

example. 4b

• Set the amount in **C/Limit to be Allocated** to product(s) so that **Total C/Limit Allocated** is equal to **Max. Lend (C/Limit)** (e.g. C/Limit to be Allocated needs to equal zero to proceed to Step 5 - Calculate).

• Set the amount in **Debt to be Allocated** to product(s) so that **Total Debt Allocated** is equal to **Total Loan Reqd** (e.g. Debt to be Allocated needs to equal zero to proceed to Step 5 - Calculate).

• Click on the **'View A&L'** button (top right of Product Details screen) to view the Assets/Liabilities Summary (details from Step 3) *(example.4c)*.

example. 4c

• You can Add, Delete, or Change the Order of splits/segments at anytime by clicking on the adjacent but-tons to the right of the split or segment sections *(example.4d)*.

example. 4d

• To add a split, simply click on the **'Add Split'** button and enter in the new loan product *(example.4e)*. Then enter the Credit limit to be allocated along with the Debt Allocated. Also indicate whether there is Tax Deductible interest on the Loan.

example. 4e

• To delete a split, simply highlight the split you would like to delete and click on the **'Delete Split'** button. A window will appear asking if you are sure you wish to delete *(example.4f)*. Click **'Yes'** to delete this split.

example. 4f

• To change the order of the splits, simply click on the **'Change Order'** button. Hold down the left mouse button and drag the buttons to the left of each row up or down to reorganize the order of the Splits. *(example.4g)*.

example. 4g

• The bottom half of the screen will show set segments for the product chosen in the Splits section. However, you are still able to edit these if necessary.

• Use the same process for adding, deleting and changing order for Segments as was used for Splits. The only difference is when you **add a Segment**; you will need to enter in the appropriate fields for that Segment. (e.g. Type, Frequency, Years, Months, and Rate %) *(example.4h)*.

• Select the **'OK'** button once completed to return to Step 4.

example. 4h

Step 5 - Calculate

• If you have entered the details in each of the previous steps correctly, this page will display a graph showing the loan comparison estimate for the Client.

Click on the **Calculate** tab at the top of the Client Details window to move to this section. This will calculate the simulation of the Loan Comparison *(example.5a)*.
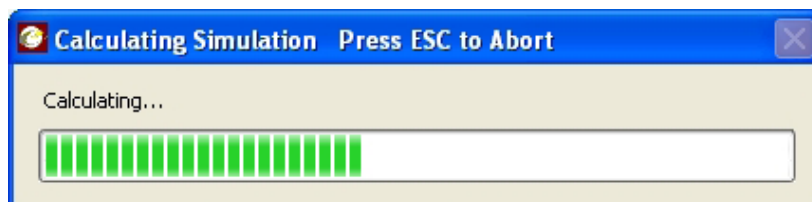
example. 5a

• A graph will appear with a **Loan Comparison** comparing the client's current **Traditional Loan** (Red Graph) versus the **Transactional Loan** (Yellow Graph) *(example.5b)*. The balance is listed on the left hand side (Balance) and the term of the loan listed in years in on the bottom (Term (Yrs)).
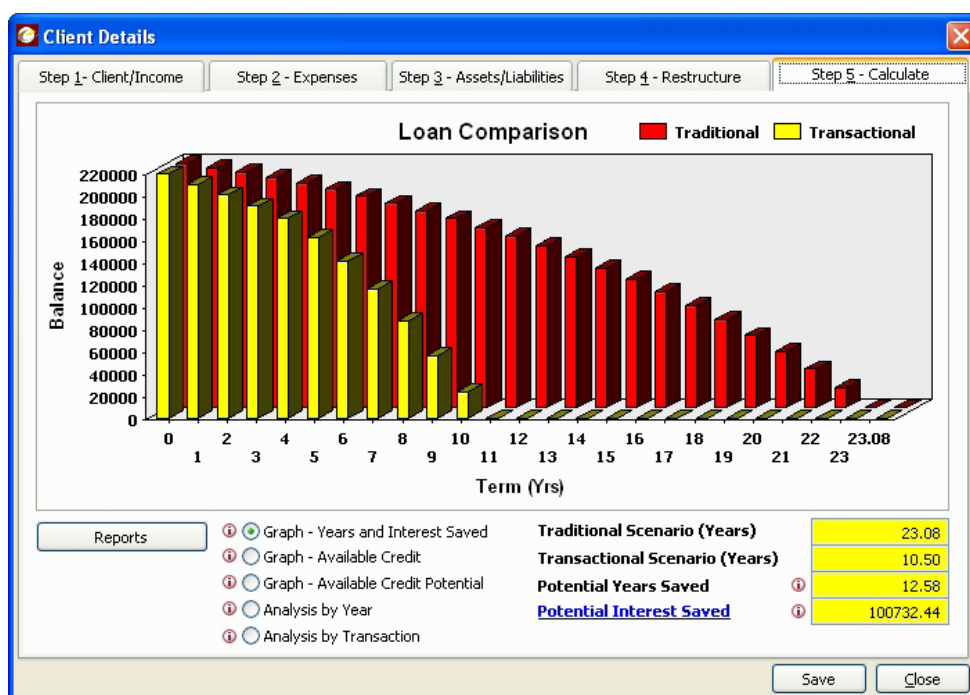
example. 5b

• 	The **Potential Interest Saved** at the bottom right hand side of the screen states the **Interest saved with the Transactional loan as opposed to a Traditional loan**. Click on the **Potential Interest Saved** blue hyperlink for a detailed explanation.

• This will bring up the **Interest Summary box** which explains the equation of **"Interest Saved" is calculated as to the sum of A = B less C less (D less E)** *(example.5c)*. Click on the 'Close' button to close this window.

• **A = Total Interest Saved for the client under the current setup Transactional Loan as opposed to a Traditional Loan**.

Interest, Repayment and Cash Summary

Interest Summary
"Potential Interest Saved" is calculated as to the sum of A = B less C less (D less E), where:

A = Potential Interest Saved	**100732.44**
B = Interest debited on Loans in the Traditional Loan scenario	210322.11
C = Interest debited on Loans in the Transactional Loan scenario	98950.00
D = Interest credited (less tax) on Cash in the Traditional Loan scenario	51443.17
E = Interest credited (less tax) on Cash in the Transactional Loan scenario	40803.50

Average Monthly Repayments

Average Monthly Traditional Repayment	1553.51
Avg. Mthly Transactional Repayment	2542.14

Cash Accrual

Cash (Traditional)	381623.81
Cash (Transactional)	481160.43

example. 5c

• **B = Interest Debited on Loans in the Traditional Loan scenario**. This is the Interest charged on ALL LOANS for the client under the Traditonal Loan scenario.

• **C = Interest Debited on Loans in the Transactional Loan scenario**. This is the Interest charged on ALL LOANS for the client under the Transactional Loan scenario.

• **D = Interest credited (less tax) on Cash in the Traditional Loan scenario**. This is interest earned on any surplus cash minus tax over the entire term of the Traditional Loan.

• **E = Interest credited (less tax) on Cash in the Transactional Loan scenario**. This is interest earned on any surplus cash minus tax which starts once the transactional loan has been repaid and continues through until the traditional loan would have been paid off. Click 'Close' to be taken back to Step 5.

• **Average Monthly Traditional Payment** is the average repayment made under a traditional loan scenario.

• **Average Monthly Transactional Repayment** is calculated as to: **Total Income less total expenses, less any repayments for existing loans that are not to be closed, divided by the total number of months taken to repay the loan.**

> Under the simulation, in accordance with the etracka strategy, the amount applied to the Transactional Loan is the after tax income of Client 1 and Client 2, which can be viewed at Step 1.

• **Cash (Transactional)** is the balance of the Cash/Savings asset accrued in the Transactional Loan scenario starting when the Transactional Loan has been fully paid and running until the completion of the Traditional Loan Scenario. **(Note: When loans in the Transactional Loan Scenario have been fully repaid, the surplus/deficit amounts are credited/debited to the Transactional Cash Asset.)**

• **Cash (Traditional)** is the balance of the Cash/Savings asset accrued in the Traditional Loan scenario.

• Now, click on one of the five options on the bottom left hand side of screen to show different graphs and analysis.

• **Graph - Years and Interest Saved** - A bar graph comparing the loan term of the current Traditional Loan versus the new Transactional Loan *(see example.5b)*.

• **Graph - Available Credit** - A bar graph showing the available credit on the new Transactional Loan each year. Available Credit is the difference between the Credit Limit and the Loan Balance *(example.5e)*.
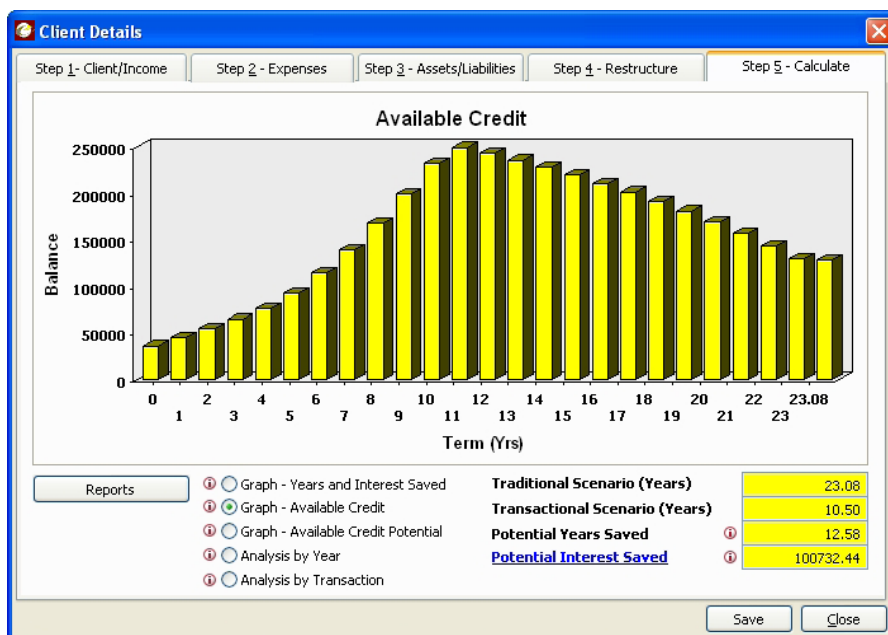
example. 5e

• **Graph - Available Credit Potential** - A bar graph showing the potential available credit on the new Transactional Loan each year. Taking into account the **percentage rate entered to indicate an annual fluctuation in the 'Property Value' (Step 4 - Restructure)**.
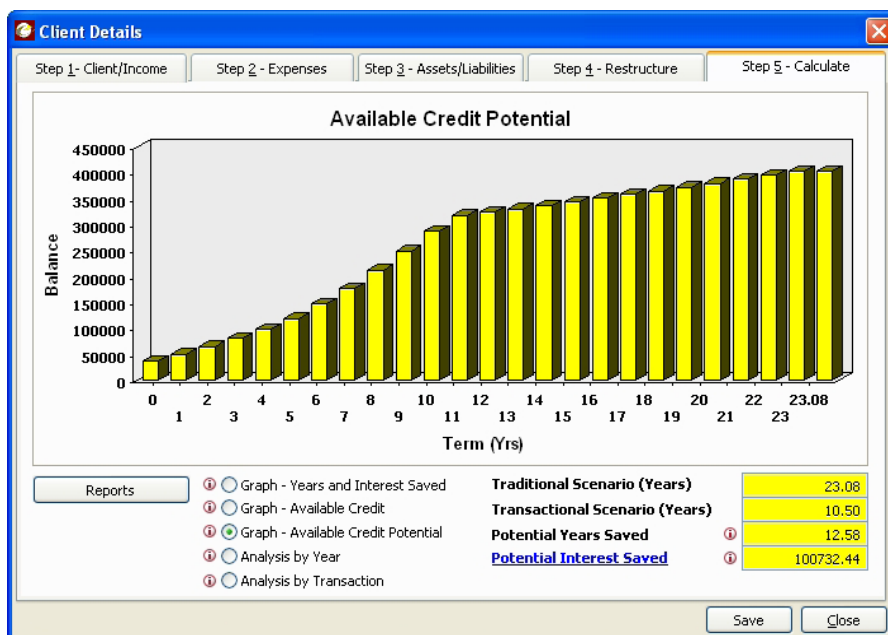
example. 5f

• **Analysis by Year** - This table shows the actual Traditional and Transactional Loan Balances as well as the Available Credit and Available Credit Potential in dollar amount per year *(example.5g)*.

Here you can make a direct comparison by numbers on a yearly basis between the two loans.

example. 5g

• **Analysis by Transaction** - This shows each transaction (listed as Note) by frequency (listed by Months) as entered in Steps 1-3.

The transaction list shows income received (Credit), expenses (Debit) and any other loan repayment amounts.

It also shows monthly debit interest charged to the Transactional Loan and the overall balance of the loan *(example.5h)*.

example. 5h

Printing

• A 7-page detailed report can be printed and given to client describing the financial benefits of using the Transactional loan. While in **Step 5 - Calculate**, click on the **'Reports'** button.

• Report options will appear highlighting the different reports you have the option of printing. Highlight which report you wish to print to proceed to the **'Print Options'** window. *(example.5i)*.
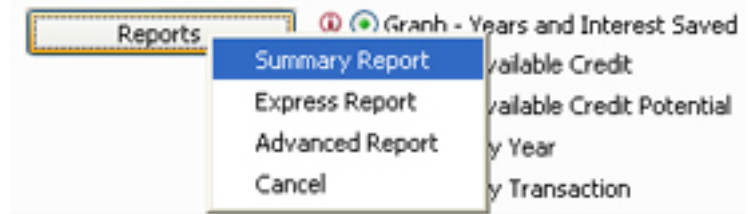
example. 5i

• If you select **'Summary Report'**, a **'Print Options'** window will appear *(see example.5j)*. Here you can select which pages you would like to print simply by ticking the appropriate boxes. Once completed you can then either select the **'Print'** or the **'Print Preview'** option and click on the **'Print'** button to proceed.
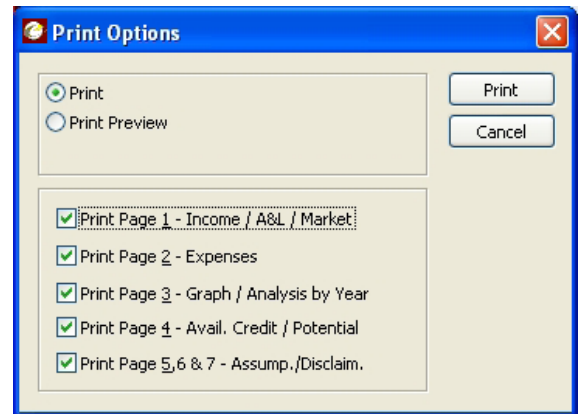
• If you select the **'Print Preview'** button, this will bring up the etracka Report Designer which allows you to preview your Summary Report and print if necessary *(see example.6h)*.

example. 5j

• If you selected **'Print'** a Printer box will appear. If Printer Name is correct, click **'OK'**. This box will appear for each page of the report that has been selected to be printed *(example.5k)*.
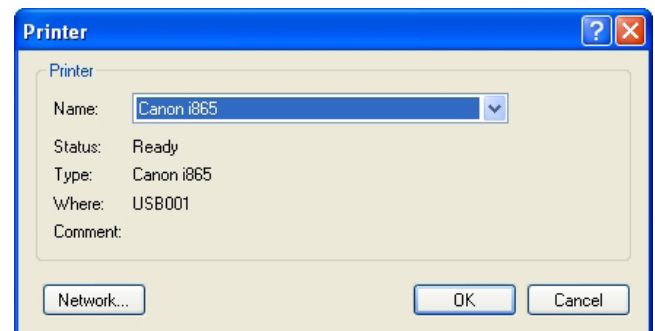
example. 5k

• If you select **'Express Report'**, a 'Print Options' window will appear. Here you can select which pages you would like to print simply by ticking the appropriate boxes. Once completed you can then either select the **'Print'** or the **'Print Preview'** option and click on the **'Print'** button to proceed. *(see example.5l)*.

A summary of the **'Print'** and **'Print Preview'** options can be found on **Page 29**.
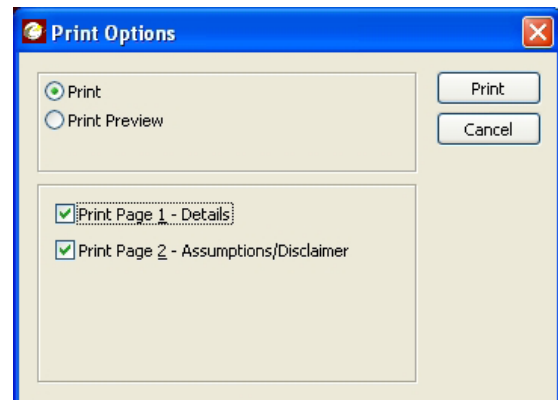
example. 5l

• **Print Advanced Report** will print a spreadsheet report taken from the analysis by transaction. You will have to select the range of months you would like included in the print out. Click on the **'Print'** button when ready to proceed *(example.5m)*.
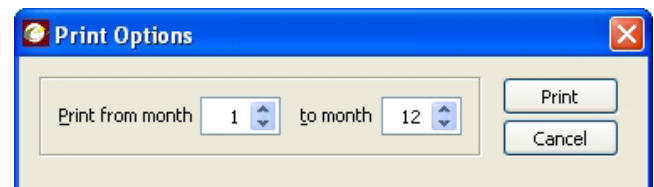
example. 5m

Contacts

The **etracka Simulator** allows you to record all details of contact with a customer, as well as prompt you to make contact again (e.g. service call).

• Select the client from the **Binoculars** 🔍 (on the toolbar), or via the **Clients, Search (F2 key)** function. The 'Client Search/Reporting' window will appear *(example.5n)*.

Once the client is found, click the **'Details'** button (bottom left corner) to open the Client Details screen.
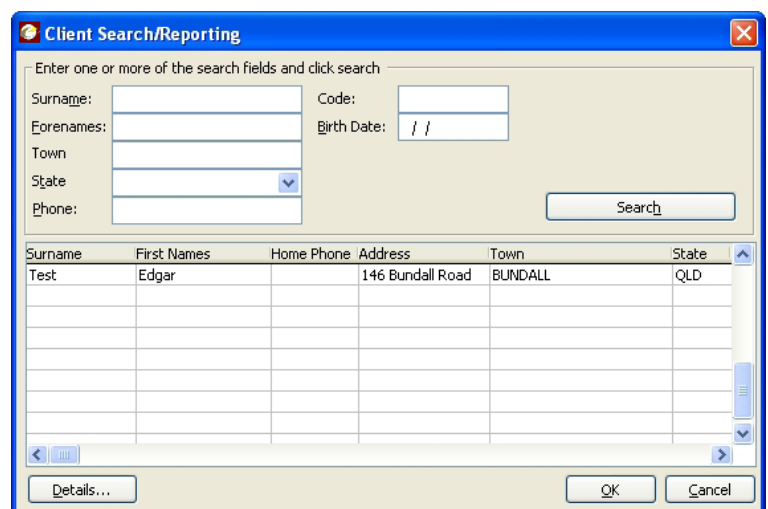
example. 5n

Adding New Contact Information

• Click the **Telephone** icon ☎ (on the toolbar) to open the Contacts window *(example.6a)*.
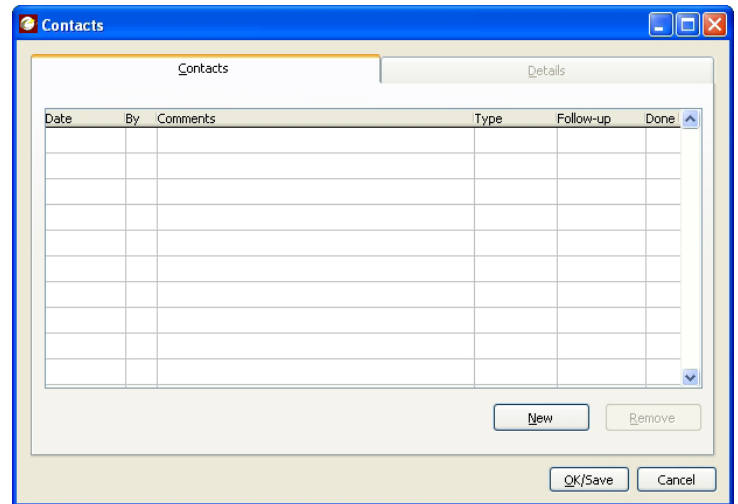
example. 6a

• Click on the **'New'** button.

• The **Date** will default to today's date, and the **With** and **Contacts** fields will update from information loaded in the Client Details fields *(example.6b)*.

• The **Type of contact** can be chosen from the drop down menu and displays the method of contact with the client (optional).

• **Notes about the contact** can be entered into this field, (e.g. information from meeting).
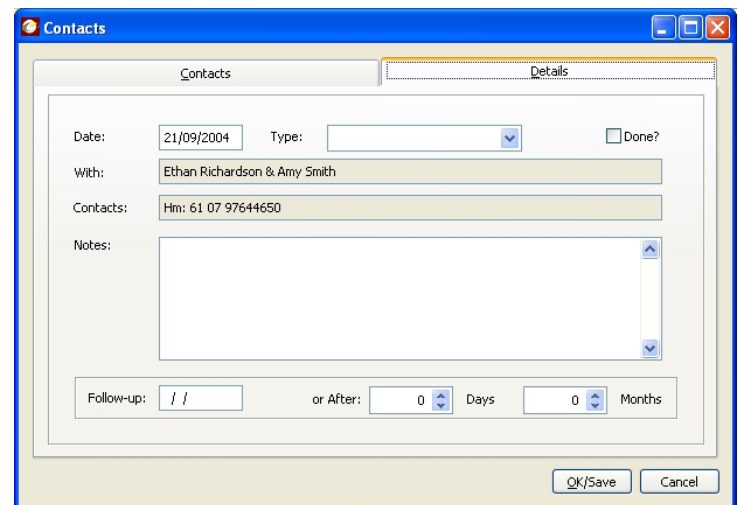
example. 6b

• The **Follow-up** details should be completed if future action is required. You can enter a date or set the number of days or months you would like to follow up with the client. The etracka Simulator will then prompt you to check this contact on the specified date in the **Today's Contact** feature.

• If no further action is required, tick the **'Done'** box. If **'Done'** is not ticked, this contact will be deemed to be outstanding, and included in your **Today's Contacts** list.

• Click **'OK/Save'** when you are finished.

Amending an existing contact

• Click the **Telephone** icon ☎ (on the toolbar) to open the Contacts window *(example.6c)*.

• Select the Contact you wish to review.

• Click on the **Details** tab and amend the content. Click **'OK/Save'** when finished.
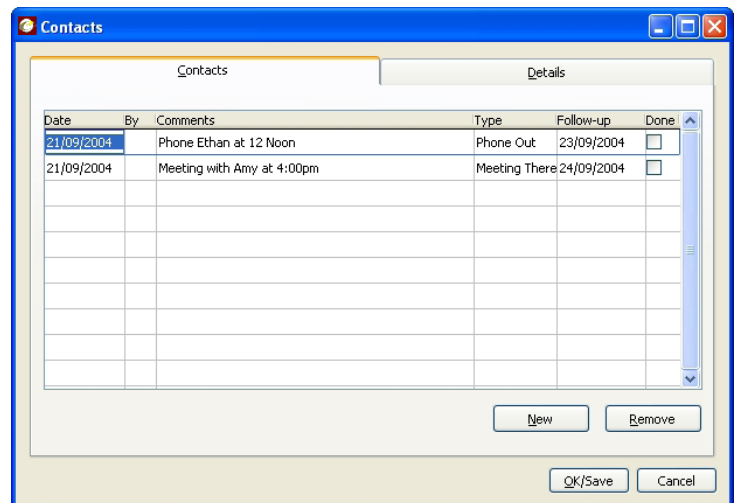
example. 6c

Removing an existing contact

• Click on the **Telephone** icon ☎ on the toolbar to bring up the Contacts window.

• Select the Contact you wish to delete.

• Select the **'Remove'** button.

• Select **'Yes'** to the "Are you sure?" message that appears (*example.6d)*.
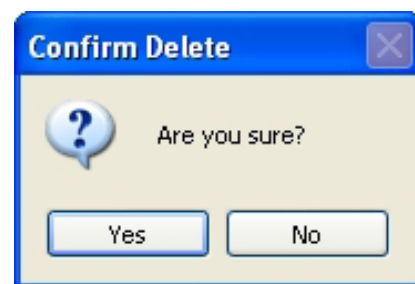
example. 6d

Today's Contacts

• The **etracka Simulator** will alert you at **Login** stage if you have outstanding contacts.

• Outstanding contacts are any contacts that have reached the follow-up date but have not been finalised by ticking the **'Done'** box.

• To access the details of these contacts, select **Today's Contacts** by clicking the Telephone with red arrow ☎ (on the toolbar).

• A list of outstanding contacts and the date they were intended to be actioned appears *(example.6e)*.
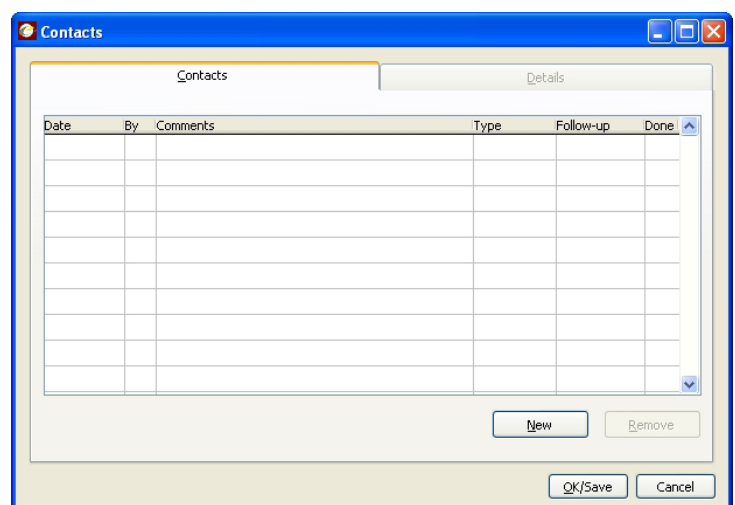
example. 6e

• To review the contact, highlight and click on the **Details** tab.

• When the client has been contacted, tick the **'Done'** box on the **Contacts** tab and it will no longer appear in the **Today's Contacts** window. However, if not ticked, this contact will continue to appear in Today's Contacts at every **Login**.

Letters

• etracka Pro Simulator enables you to compose letters to your clients. Select a client and then click on the Letter icon (on the toolbar) or hit the F8 key to bring up the Letters window *(example.6f)*.
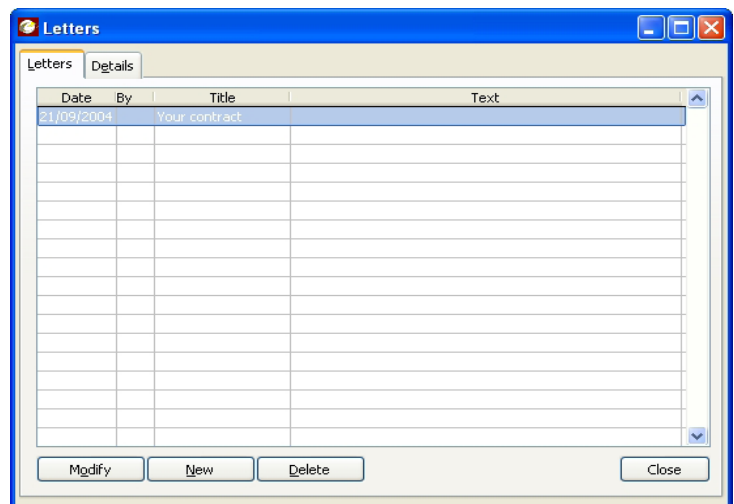
example. 6f

• Click on **'New'** to compose a new letter for the client. You will now be taken to the Details tab where you will compose the actual letter *(example.6g)*.

• **Title** refers to the subject or heading of the letter.

• **Date** will automatically be populated with today's date.

• **Salutation** refers to the Client's preferred name.

• The **Body** of the letter is the main field of the window. Place the main body of the letter here.

example. 6g

• **Signatory** should automatically populate with the loan writer's name.

• **Position** refers to the current position or title held by the Loan writer.
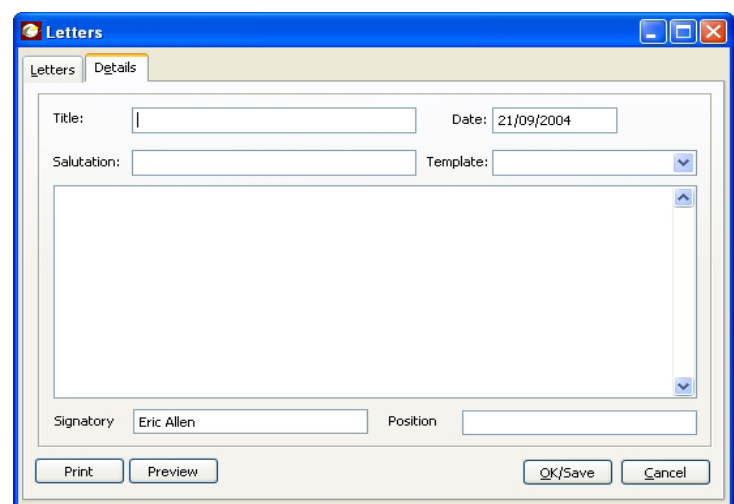
• Click the **'Print'** button to print out the current letter. Or you can preview the document by simply clicking **'Preview'**. This will bring up the etracka Report Designer which allows you to preview your letter and print if necessary **(example.6h)**.

• To close the preview, simply click on the **Close Preview icon** located on the **Print Preview task bar**.

• Click on **'OK/Save'** to save your letter in the **Details** tab.

• To modify a letter, highlight the appropriate letter and click **'Modify'**.

• To delete a letter, highlight the appropriate letter and click **'Delete'**. A window will pop up asking you 'Are you Sure?' Click on **'Yes'** to proceed.
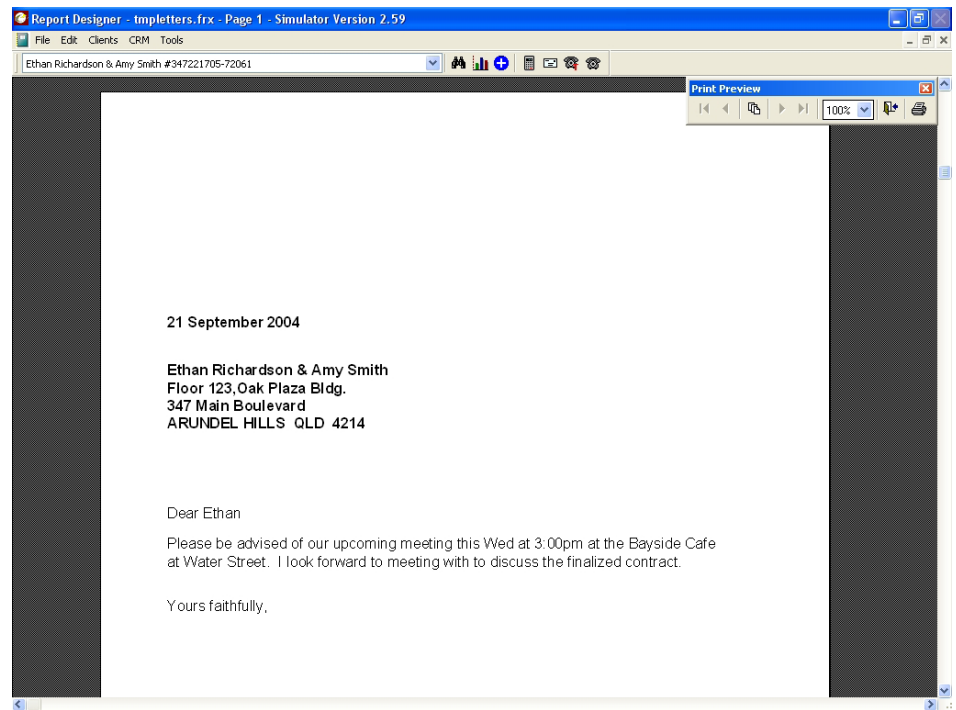
example. 6h

Data Backup

• **Important:** Each time you Log on to the etracka Pro Simulator, you will need to **Backup** your data to the **etracka Server** by clicking on **Tools > Validation Online or Upgrade/Backup**. *(example.6i)*.

• This function will update your Simulator in the following order:

1. Checks for new updates
2. Backs up current database
3. Updates lookup data such as the product lists, lenders, disclaimers, logos, etc.
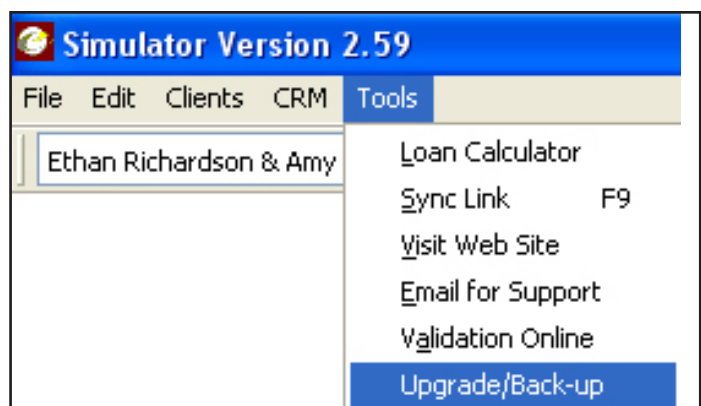
example. 6i

Sync Link

• Sync Link enables you to register clients as new customer members by clicking on the Sync Link button (or hit the F9) *(example.6j)*. **You must select which client you want to register in the drop down menu in the upper left hand side of the window**.

example. 6j

• You will be asked if you wish to request Customer Member registration for the currently selected client. Click **'Yes'** to proceed *(example.6k)*.
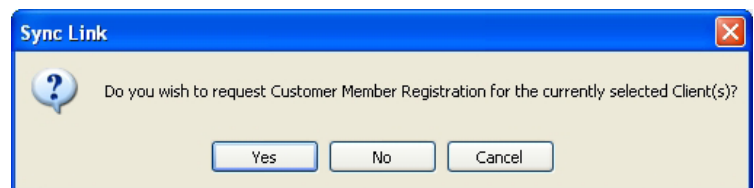
example. 6k

• The client's data will be sent to the Member pending approval. Subject to authorization by the Member, the Customer(s) will be registered to the etracka service and will be separately advised of their etracka id and password *(example.6l)*. Click the **'OK'** button to close the window.
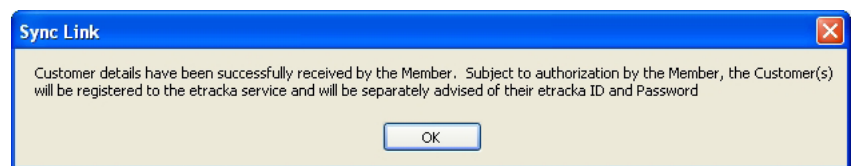
example. 6l

Exporting Client Files

• You can export client files to either your default mail client or another selected location for use in the etracka Pro Simulator on another computer. Go to the **File** menu and click on **'Export to File'** to export your clients to a selected folder. Go to the **File** menu and click on **'Export to Email'** to export your clients to email. You will receive a Warning window informing you of the process. Click on **'Continue'** to proceed *(example.6m)*.
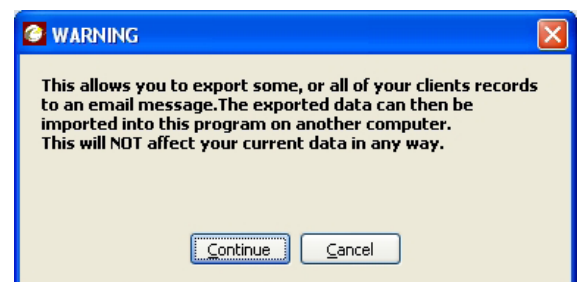
example. 6m

• Now, you can choose which clients you would like to export. You can either select a client and click on the **'Add'** button or simply click **'Add All'** to export all clients *(example.6n)*. The same principle applies for removing clients from the export field (Selected) once they have been added by clicking on the **'Remove'** or **'Remove All'** button. Click **'OK'** to continue or **'Cancel'** to quit the export.
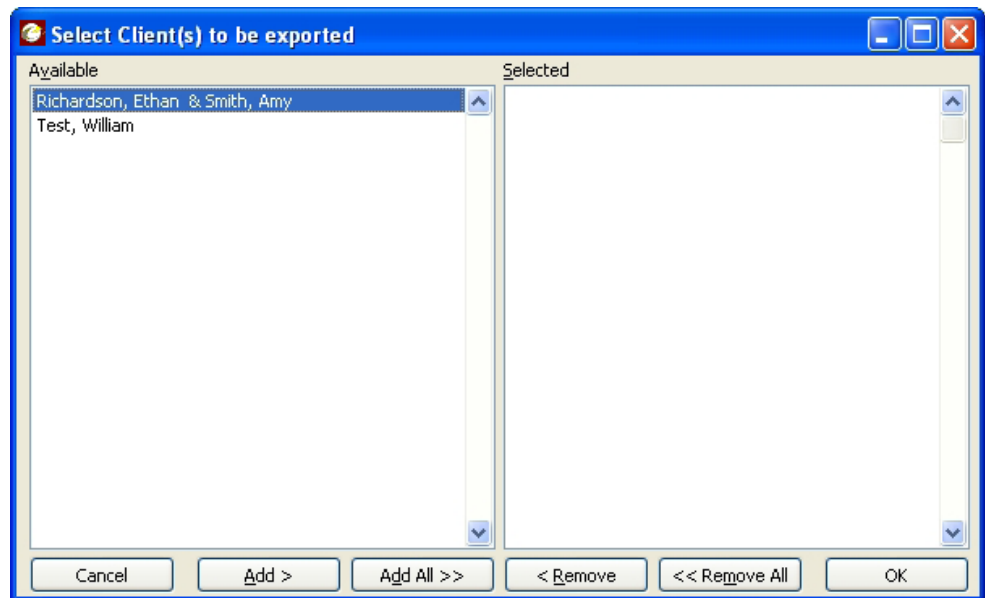
example. 6n

Exporting Client Files to Email

• If you chose to export your file to email, etracka Pro will now bring up your default mail client with a new mail message ready to be sent. You will see that the etracka clients you selected will be attached in a file called **Export.FEI** *(example.6o)*.

• Simply fill which email address the message is being sent to along with any message you would like to add in the body.   Send the email once you are finished.

Note: If a client's file has been exported it will still remain in the etracka Pro Simulator on your computer.
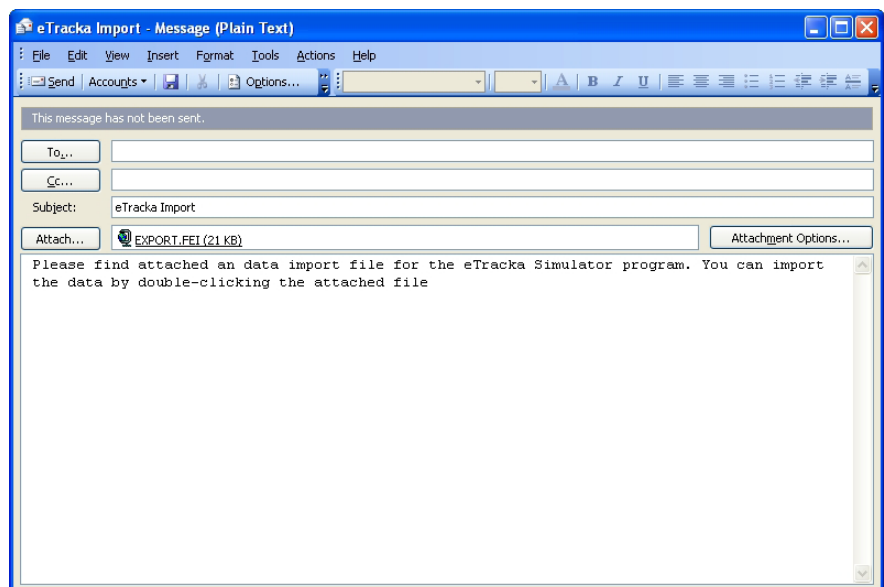
example. 6o

Exporting Client Files to File

• A **'Save As'** menu will appear with a selected folder to save the export.fei file. You should save it to a place that you will remember (ie My Documents, My Desktop). *(example.6o)*.

• Once you have selected a location click on the **'Save'** button to save the file. Click on the 'Cancel' button to cancel this action.

• A pop up message will appear stating that the export has been successful. Click on the **'OK'** button to close this message.

Note: If a client's file has been exported it will still remain in the etracka Pro Simulator on your computer.
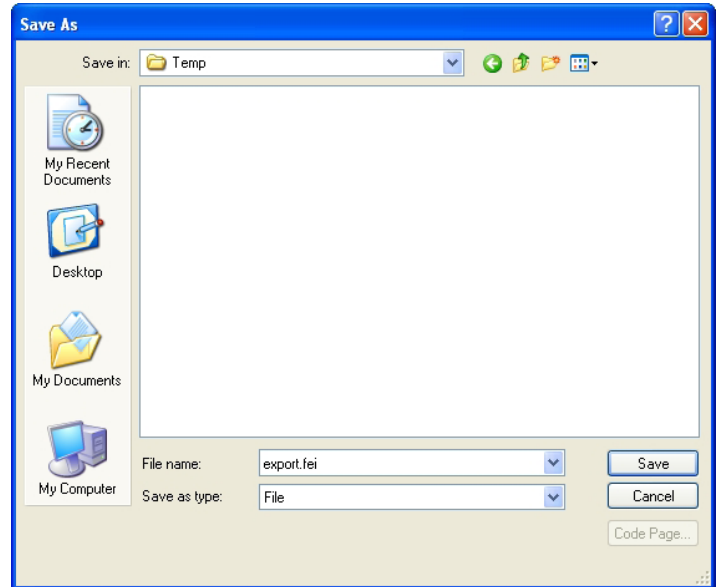
example. 6o

Importing Client Files to etracka Pro

• Once you have located the client file you wish to import, simply double click the attachment and the client's file will automatically be installed into your etracka Pro Simulator. Please ensure etracka Pro is closed before you double click on the attachment. Next, proceed to the **'Importing the Client Files'** section.
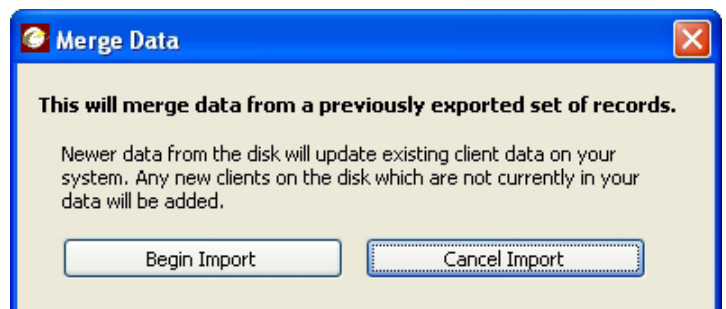
example. 6p

• This will automatically bring up etracka Pro and a Merge Data Window *(example.6p)*. Select **'Begin Import'** to import the client file(s) to your version of etracka Pro or select **'Cancel Import'** to abort the process.

• Once you begin import the files will be transferred into etracka Pro. You will be prompted to verify the number of records being added or updated *(example.6q)*. Click **'OK'** to complete the import or **'Cancel'** to abort the process.

• You will now be directed to the main login page of etracka Pro.
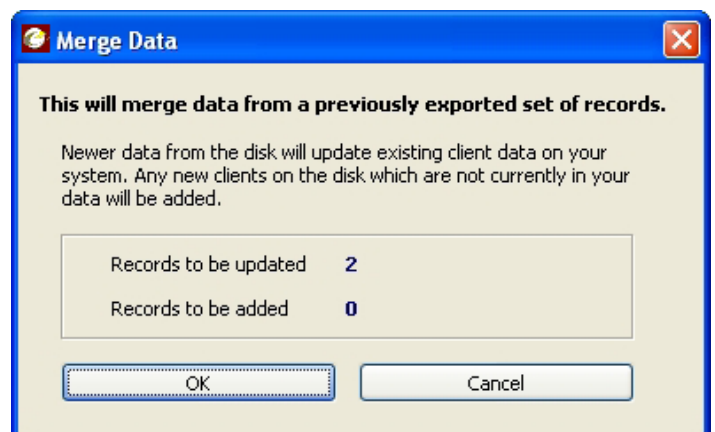
example. 6q

File Menu

Click here to change your password at anytime.

Product Assumptions displays the Products offered by the Lenders, along with the Redraw capacity and the Max LTV.

Here you can hide the Letters and Contacts icons on the toolbar.

This is the etracka Assumptions and Disclaimers legal notice.

Displays the current Simulator version of the etracka software.

Click to print a specific Report of a selected client's simulation.

Click to preview a specific Report of a selected client's simulation.

Export the client's files to an folder/directory which can then be imported into this program on another computer.

Export the client's files to an email which can then be imported into this program on another computer.

Click here to import an etracka export file (.FEI file).

This rebuilds any corrupt tables, indexes or other data stored in the program (Similar to a degragmentation).

Click here to exit the program.

File	Edit	Clients	CRM	Tools

Change Password
Product Assumptions
Personal Preferences
Assumptions/Disclaimer
Copyright/Version

Print Report(s)   ▶
Preview Report(s)   ▶

Export to File
Export to Email
Import from File
Rebuild Data
Exit   Alt+F4

Edit Menu

Click here to undo an action. (Ctrl + Z)

Click here to redo an action. (Ctrl + R)

Highlight data you wish to cut and select Cut. (Ctrl + Z)

Highlight data you wish to Copy and select Copy. (Ctrl + C)

Click here to Paste the data you have just copied or cut.

Highlight data you wish to Clear or delete and select Clear.

Click here to Insert Today's Date into a document.

File	Edit	Clients	CRM	Tools

Et|

Undo   Ctrl+Z
Redo   Ctrl+R

Cut   Ctrl+X
Copy   Ctrl+C
Paste   Ctrl+V
Clear

Insert Todays Date   Ctrl+D

Clients Menu

Click here to search for an existing Client. (F2)

Click here to recall the current selected Client's simulation. (F4)

Click here add a new Client. (F3)

Click here if you wish to delete an existing Client.

| File | Edit | Clients | CRM | Tools |

Ethan Ric

- Search F2
- Recall F4
- New F3
- Delete

CRM Menu

Click here to bring up Today's Contacts. (F7)

Click here to recall all Contacts. (F6)

Letter Templates allows you to select ready to go templates for you to apply to a client

Click here to view the details of letters that you have saved. (F8)

| File | Edit | Clients | CRM | Tools |

Ethan Richardson

- Today's Contacts F7
- Contacts F6
- Letter Templates
- Letters F8

Tools Menu

Click here to access the Loan Calculator.

Sync Link registers new Customer members pending approval by Members. (F9)

Click here to visit http://www.etracka.com

Email Tech Support at etracka by clicking on this link.

Validation Online connects your software to the etracka server and checks for new updates, backs up your data and searches for new files such as new lenders, products lists, disclaimers, etc

Click here to upgrade your software and or backup your data.

| File | Edit | Clients | CRM | Tools |

Ethan Richardson & Amy

- Loan Calculator
- Sync Link F9
- Visit Web Site
- Email for Support
- Validation Online
- Upgrade/Back-up

Add Asset/Liability (Step 3) - Click on this button to add a new asset or liability.

Add Deposit/Withdrawal (Step 2 > Deposits/Withdrawals) - Click here to add once off Deposits or Withdrawals (e.g. Withdrawal to purchase a new car).

Additional Funding - Any additional funding that is required for the loan.

Advanced (Step 3 > Setup) - Click on this button when your loan for this asset consists of more than one split/segment.

After Tax Wage or Salary - Is a fixed compensation for services after taxes are deducted and is paid to a person on a regular basis.

Analysis by transaction (Step 5) - This table shows each transaction (listed as Note) by frequency (listed by months) as entered in Steps 1-3. The transaction list shows income received (Credit), expenses (Debit) and any other loan repayment amounts. It also shows monthly debit interest charged to the Transactional Loan and the overall balance of the loan.

Analysis by Year (Step 5) - This table shows the actual Traditional and Transactional Loan Balances as well as the Available Credit and Available Credit Potential in dollar amount per year.

Annual After Tax Income - The annual or yearly income after taxes have been subtracted.

Asset Type - The additional asset that you wish to add (eg home, credit card etc.).

Available Credit - Credit available to the applicant to borrow against the loan.

Available Credit Potential – Difference between the Max Lend and the Total Loan Required.

Average Monthly Traditional Payment - the average repayment made under a traditional loan scenario.

Average Monthly Transactional Repayment -Total Income less total expenses, less any repayments for existing loans that are not to be closed, divided by the total number of months taken to repay the loan.

Bank & Government Charges - Any charge put forth to you by your bank or the government that are not covered in any of the other expenses listed (e.g. bank charge for account, government fees for visa status, etc).

Building - The name or title of the building that you reside in (e.g. Royal Park Building, Lake Plaza etc.).

Cash Expenditure - Any Cash withdrawals for incidental or other expenditure.

Cash/Savings - Any extra cash you have on hand or have put into a savings account.

Cash (Traditional) - The amount displayed in the "Cash (Traditional)" field is the balance of the Cash/Savings Asset accrued in the Traditional Loan Scenario at the earlier of: -

a) The completion of the Traditional Loan Scenario; or
b) 35 years.

Cash (Transactional) - The amount displayed in the "Cash (Transactional)" field is the balance of the Cash/Savings Asset accrued in the Transactional Loan Scenario at the earlier of: -
a) The completion of the Traditional Loan Scenario; or
b) 35 years.

Note: When loans in the Transactional Loan Scenario have been fully repaid, the surplus/deficit amounts are credited/debited to the Transactional Cash Asset (ie. A Cash/Savings Asset Type described in the Assumptions/Disclaimer).

Charity - Any funds given to charity or non-profit organizations to help others in times of need. These organizations help to support others through generous donations from various communities in making people's lives better (e.g. Red Cross, Salvation Army, Good Will, etc.).

Close - Will the existing loan be paid out in full at settlement? Answer 'Yes' if the loan will be paid out, and 'No' if the loan will be left open.

Clothing & Footwear - The amount of clothing and footwear purchased for your household (e.g. dress shirts, shoes, socks, etc.).

Clubs & Subscriptions - The cost of membership for clubs or subscriptions (e.g. gym memberships, sporting activities, magazine subscriptions, wine memberships etc.).

Country - The name or title of the Country that you reside in (e.g. U.S.A.).

Credit Card - A card issued by a bank or business authorizing the holder to buy goods or services on credit.

Current % LTV - The current percentage rate between the amount of the loan and the appraised value or sales price.

Current Annual Repayments - The total amount of your current annual repayments that you make on your assets (e.g. home/investment annual repayments + motor vehicle annual repayments and so forth.).

Deficit – The amount owing after Income, expenses and liabilities are taken into account.

Dividends Income - Distribution of earnings to shareholders that may be in the form of cash, stock, or property. A dividend is a taxable payment declared by a company's board of directors and given to its shareholders out of the company's current or retained earnings, usually quarterly. Dividends are usually given as cash (cash dividend), but they can also take the form of stock (stock dividend) or other property.

Education - The cost required to by members of your household for taking educational courses (e.g. child's school fees, university costs, cooking lessons, etc.).

Email Address - An electronic mail address that you check regularly to compose or receive online mail. If

you do not have an email address you can sign up for a free email account at providers such as Yahoo.

Entertainment & Recreation - Any cost that is incurred for recreational and entertainment activities (e.g. movies, concerts, theme parks, restaurants, etc.).

Family Name - A name shared in common to identify the members of a family, as distinguished from each member's given name. It is also called last name (e.g. John Smith, where as Smith is the last name.).

Fax - A telephone number that directs to a FAX or facsimile machine. Fax machines are used for sending and receiving documents, letters and other written material.

File Number - A series of numbers that make up your unique etracka identification number. etracka uses this number for identity purposes and to keep track of all of your important details in relation to the account.

First Name - A given name or the name that occurs first in a given name (e.g. John Smith, where as John is the first name.).

Floor/Unit No. - The Floor that you live on (e.g. 8th floor of Royal Park Building.) and/or the Unit Number that you reside in (e.g. Unit 1023.).

Frequency of Payments - The frequency of payments or how often a payment is made.

Gifts - Any cost incurred for purchasing gifts or presents for friends, colleagues or members of your family (e.g. Birthday presents, gifts, etc.).

Graph - Available Credit (Step 5) - This graph shows the Available Credit on the new Transactional Loan each year. Available Credit is the difference between the Credit Limit and the Loan Balance.

Graph - Available Credit Potential (Step 5)- This graph shows the Potential Available Credit on the Transactional Loan each year. Available Credit Potential is the difference between the Maximum Lend (from Step 4 - Restructure) and the Loan Balance. Note: If there is a percentage rate entered to indicate an annual fluctuation in the Property Value (Step 4 - Restructure), then the Available Credit Potential will reflect this as the Maximum Lend amount will change.

Graph- Yrs and Int. Saved (Step 5)- This shows the graph comparing a Traditional Loan (Red Graph) versus the Transactional Loan (Yellow Graph). The balance is listed on the left hand side (Balance) and the term of the loan is listed in years on the bottom (Term (yrs)).

Home - Your house or place of residence/occupation.

Home - Dues/Body Corp. - The body corporate is responsible for the maintenance of all common property and the overall property. In most cases, a quarterly fee is paid as a Body Corporate Fee.

Home – Gas - The utility cost of using gas for your home.

Home – Insurance - The cost of an insurance policy that combines personal liability insurance and hazard insurance coverage for a dwelling and its contents.

Home – Maintenance - The cost of any maintenance or repair work required for your home (e.g. Plumbing repairs, painting etc.).

Home – Rates - The local or property taxes you must pay to the local government for your house/property. Please include your water rates here as well.

Home – Telephone - Call costs related to the amount of usage of the telephone at your home. Costs depend on the provider you are with and the amount of local or long distance calls made in a set period.

Home Phone - The telephone number at your place of residence or house; a contact number where you can be reached during non-working hours.

Interest Rate - Interest per year divided by principal amount, expressed as a percentage. The amount charged per year on a personal or home loan (this is the lenders charge for use of the funds).

Internet - The cost of the amount of internet usage for your household during a set period. This will depend on which ISP (Internet Service Provider) you are signed up with and what sort of plan you are on. Plans usually regulate how much time and data transfer you are allowed on a set fee before additional charges are applied.

Investment - Dues/Body Corp. - The body corporate is responsible for the maintenance of all common property and the overall property. In most cases, a quarterly fee is paid as a Body Corporate Fee.

Investment – Insurance - The cost of an insurance policy that combines personal liability insurance and hazard insurance coverage for your investment dwelling and its contents.

Investment – Maintenance - The cost of any maintenance or repair work required for your investment property (e.g. Plumbing repairs, painting etc.).

Investment – Management - The cost involved in keeping a full time manager(s) onsite of your investment property in order to maintain and regulate the premises and its tenants.

Investment - Rates - The local or property taxes you must pay to the local government for your investment property.

Investment Property - A secondary property that you own and may lease or rent out to other occupants to receive income.

Lender - A private, public or institutional entity which makes funds available to others to borrow (if applicable).

Life Insurance - The cost of insurance providing for payment of a stipulated sum to a designated beneficiary upon death of the insured person.

Loan Establishment Costs - The costs of establishing the loan.

Loan Term -The period over which a loan must be repaid set in years and months.

Loan Type - The type of loan offered by a particular lender.

Loans to be paid out - The amount outstanding of the loan(s) or the amount owing to the lender.

Max. Lend - The maximum amount available to the applicant to borrow against the loan.

Max. Product % LTV - The maximum percentage rate of the property value the bank will lend depending on the product selected.

Medical & Chemist- The amount of any medical or pharmaceutical expenses such as hospital/doctors visits, prescriptions, medicines etc.

Middle Name(s) - A name that occurs between a person's first name and surname (e.g. John Crockett Smith, where as Crockett is the middle name.).

Mobile Phone - The telephone number for your mobile phone or cell phone, a contact number where you can be reached if you are not at work or home.

Mobile Phone –Step 2 - Call costs related to the amount of usage of your mobile/cell phone. Costs depend on the provider you are with and the amount of local or long distance calls made in a set period.

Motor Vehicle – Fuel - The cost of fuel required for your motor vehicle (e.g. car, motorcycle etc.) so that you may continue to travel on a regular basis.

Motor Vehicle – Insurance - The cost of insurance coverage for your motor vehicle as required by law. This insurance has set regulations on what damages to your vehicle or others are covered in case you are involved in an accident. Costs depend on what insurance agency you are with, your age/gender, and previous driving/accident record.

Motor Vehicle – Maintenance - The cost incurred for regular maintenance or care towards your motor vehicle. (e.g. oil changes, tune ups, car washes etc.)

Motor Vehicle - Motor Vehicle(s) - Your motor vehicle(s) (car, motorcycle, boat, etc.).

Motor Vehicle – Registration - The cost of keeping your motor vehicle registered with your local or state government. All motor vehicles must be registered with these agencies as required by law.

Other 1-10 - Other expenses not listed in any of the other categories that you incur on a regular basis (e.g. Roadside assistance, home alarm monitoring, vet visits, etc).

Other Household Items - The cost of other goods for the home besides Supermarket items (e.g. Furniture, appliances etc.).

Other Income 1 - Other forms of Income that you receive on a regular basis that does not apply to any of the fields above (e.g. Family allowance, Compensation, Social Security, Royalties etc.).

Other Income 2 - Other forms of Income that you receive on a regular basis that does not apply to any of the fields above (e.g. Family allowance, Compensation, Social Security, Royalties etc.).

Other Investment (Step 3) - Another investment you deem as having substantial value that should be included in your Assets/Liabilities.

Owing - The amount owing or remaining on the loan.

Pay TV - Costs related to the use of any Pay/Satellite/Cable television services at your home. These services provide a broad selection of viewing channels which feature movies, sport and other speciality shows.

Personal (Haircuts etc) - The amount of money you spend to maintain personal hygiene (e.g. Haircuts, facials, spa treatments, massages, etc.).

Physical Address - The physical address (street address) of the asset (if applicable).

Potential Interest Saved - shows the potential interest saved on the Transactional Loan Scenario in comparison to the Traditional Loan Scenario.

For a more detailed analysis of the "Potential Interest Saved" calculations, click on the "Potential Interest Saved Summary" link and/ or read the "Assumptions/Disclaimer".

Potential Years Saved - is the calculation of the projected loan term in the Traditional Loan Scenario less the projected loan term in the Transactional Loan Scenario.

Preferred Name - Reference to a preferred choice of first name or a nickname (e.g. Gwen instead of Gwyneth.).

Private Medical Cover - Your private health/medical insurance that you pay into to cover any accident/ emergency visits or other medical procedures covered by your provider.

Private Superannuation - An arrangement for paying a pension to an employee, especially one funded fully or in large part by an employer.

Product - The loan product of the lender or the type of loan.

Product Set Up (Step 4) - Click here to adjust the settings for your new loan.

Property Value - The appraised value of a piece of real estate.

Proposed R/E Security Value - The assumed value of a home/investment by the owner.

Public Transport - The cost of travelling or commuting by means of public transportation (e.g. bus, train, subway etc.) in order to get to a set destination.

Real Estate Value - The defined value of your home/investment by a real estate agent, broker or an associate who holds active membership in a local real estate board.

Rent - Payment, usually of an amount fixed by contract, made by a tenant at specified intervals in return for the right to occupy or use the property of another.

Rental Income - Meaning the income received from rental properties (e.g. I own 2 rental properties and receive a regular Rental income on a monthly basis.).

Repayment Amount - The set amount for each repayment.

Set Up (Step 1) - Click here to "Add", "Edit" or "Delete" future adjustments to income.

Set Up (Step 3) - Click on this Setup link to establish (or edit) details relating to the "Asset/Liability" nominated. Note: Selecting "Yes" at the "Close" drop-file in the "Set-up" window has the dual effect of including the Asset as security for the restructured loan(s) at "Step 4 - Restructure" whilst also re-setting/refinancing/consolidating the Liability into the restructured loan(s) at "Step 4 - Restructure".

State - The name or title of the State that you reside in (e.g. California.).

Street Name - The name or title of the street that you live on (e.g. Chestnut Hills.).

Street Type - The type or the words that generally follow a street name (e.g. Dr, Ln, Ct, Cr, St etc.).

Supermarket Items - The amount of money you spend on food or groceries for your household.

Surplus/Deficit - Surplus is the excess amount left after income, expenses and liabilities are taken into account. Deficit is the shortfall amount after income, expenses and liabilities are taken into account.

Tax Deductible Interest - Select "Yes" if this loan is tax-deductible on this loan. Note: Any income amount entered in "Tax Refund (Diminishing)" at Step 1 will reduce over the duration of the simulation in ratio to the principal balance of tax-deductible loans.

Tax Refund (Diminishing) - Income amounts entered into "Tax Refund Diminishing" reduce over the duration of the simulation in ratio to the principal balance of tax-deductible loans and at the income frequency selected.

Tax Refund (Fixed) - Income amounts entered into "Tax Refund Fixed" remains constant over the duration of the simulation.

Title - Meaning to designate or call by a title (e.g. Mr, Mrs, Miss, Dr., Rev. etc).

Total Loan Required - The sum of the Loans to be paid out plus the Loan establishment costs.

Totals (Step 3) - The total value of all of the various assets listed above or the sum of those amounts.

Town - The name or title of the Town/Suburb/City that you reside in (e.g. San Francisco.).

Vacations - The cost of going on holidays or taking a vacation. This could be anything from purchasing airline tickets, staying at a hotel, travel agent fees, etc.

Value - The estimated worth or price of the asset.

View - Gives you the option of which client you want to select for the session. (e.g. by selecting Client 1 in the drop down menu, all information entered will be stored in the Client 1 session.

Work Phone - The telephone number at your work or place of employment; a contact number where you can be reached during working hours.